

**STANDING RULES
CAPITOL AREA NORTH DISTRICT UNITED METHODIST WOMEN
WEST OHIO CONFERENCE – 2018**

United Methodist Women of the Capitol Area North of the West Ohio Conference are governed by the Constitution and Bylaws of the National UMW of the United Methodist Church. They shall serve as a guide for the Capitol Area North District United Methodist Women. It is important to understand this is a supplement and the *Constitution and Bylaws*, Handbooks, and the Conference UMW Standing Rules should be consulted and used in conjunction with this document.

ARTICLE I. ELECTIONS, NOMINATIONS, AND APPOINTMENT PROCEDURES

Section 1. Elections

Election of officers shall take place by acclamation or by ballot (in the event of nominations from the floor) by the voting membership at the District Annual Meeting in accordance with the Conference Standing Rules. Newly elected and outgoing officers shall attend all District meetings between election and January 1.

Section 2. Pattern of Elections

District leadership shall be elected at the Annual Meeting in the following pattern:

- A. Officer terms beginning in uneven years are: President; Secretary; Chair of Committee on Nominations; Mission Coordinators for Spiritual Growth/Social Action; and Communications Coordinator.
- B. Officer terms beginning in even years are: Treasurer; Membership Nurture & Outreach and Secretary for Program Resources/Education.
- C. All officers shall serve for two year terms not to exceed four years in the same office and/or six consecutive years on the District Board.

Section 3. Effective Date

- A. District leadership shall take office on January 1 of the year following election.
- B. Newly elected and outgoing officers shall attend all District meetings held between the time of election and January 1.
- C. Each retiring officer shall share the responsibility of her office and transfer all property belonging to the District to the incoming office by January 1, except to the Treasurer by January 15.

ARTICLE II. DISTRICT ELECTED LEADERSHIP RESPONSIBILITIES

Section 1. Common Responsibilities of Elected Officers

In addition to responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, each District Officer/Team Member shall:

- A. Communicate with local counterparts a minimum of three times a year by newsletter or other means.
- B. Consult with the District President before distributing communications, handouts, or other printed materials.
- C. Supply the District President with copies of any material to be mailed/emailed prior to distribution.
- D. Supply the District Secretary with written reports and motions to be included in the minutes, prior to presentation to the team.
- E. Attend all District Executive Committee meetings, District Annual Meetings and Conference Celebrations, all District and Conference training opportunities, and Mission u for either the week or the weekend session, unless excused by the President. The Committee on Nominations shall be encouraged to attend any and all of the above.

- F. Shall participate in local visitation as defined by the Executive Committee.
- G. Each officer shall keep the information pertaining to her office, other than materials for the Archives, for a period of **seven** ~~four~~ years, after which time the oldest year of information may be discarded as the information for the new year is added. The exception is that the Treasurer's records will be retained along with the Secretary's in the Archives.
- H. All administrative officers shall submit articles for all issues of the district newsletter.
- I. All elected officers will function as the Committee on Membership.

Section 2. President

In addition to responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the President shall:

- A. Review the minutes before distribution by the Secretary.
- B. Appoint officers to various committees as deemed necessary, including but not limited to, the Standing Rules Committee.
- C. Appoint a District Historian for a two-year term. Historian serves without vote.
- D. Complete an Officer Evaluation Form, as received from the Conference Chair of the Committee on Nominations, and return by October 15.
- E. Sign all official, legal, and financial documents; have signature authority on checking account(s); have accessibility to account(s) and bank statements; and perform regular review of statements.
- F. Receive letters of resignation from District Mission Team members.

Section 3. Secretary

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Secretary shall:

- A. Understand the organizational form, Purpose, program, and the total involvement of the district organization in order to perform the responsibilities assigned to her and to assist the president – in addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules.
- B. Prepare an annual directory listing an accurate roll of local groups and their elected leaders, as well as District and Conference Officers, and the District Superintendent's office. This publication shall be prepared and distributed to Conference officers, districts presidents and secretaries, and all local group presidents and secretaries no later than February 28 (sent electronically via email whenever possible).
- C. Keep accurate and complete minutes of all meetings of the district organization and its Executive Committee. Transcribe and send to necessary parties following approval of the District President (District Officers, the District Superintendent's office, Conference President, and Conference Secretary).
- D. Send notice of all District Executive Committee meetings.
- E. Serve as custodian of all district records and official papers. All current materials are to be stored in a secure location. All archived materials (more than four years old) shall be stored in a secure location to be listed in the Standing Rules. Items to be archived include:
 - 1. Records from district Secretary predecessor(s);
 - 2. Secretary's Material – minutes (more than four years old), program books, directories/ yearbooks, and other pertinent information that may have historical significance.
- F. Sign, with the president, all orders on the treasury and all official and legal papers, making certain they are properly dated.
- G. Send a list of newly elected District leaders of the organization (including complete addresses, telephone numbers, and email addresses) to the local presidents and the secretary of the Conference organization immediately upon their election, and report ad interim changes.

- H. Serve as contact person for local group secretaries; provide resources and annually conduct training for local group secretaries at the District Annual Meeting, and as determined by the Executive Committee.
- I. The Secretary shall serve as the Chair of the Standing Rules Committee consisting of the Secretary, the President, and three other officers appointed by the President. Be responsible for reviewing the Standing Rules, annually, or more often, as needed, and present the revised Standing Rules, after approval by the Executive Committee, for vote at the District Annual Meeting.

Section 4. Treasurer

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Treasurer shall:

- A. Serve as the Chair of the Finance Committee, calling the meeting of the Committee on Finance to set the District Pledge and the annual Administrative and Membership Development Budget to be presented to the District Executive Committee, the Conference Committee on Finance (at the August meeting) and the District Annual Meeting.
- B. Provide the President with a monthly financial report (even if the team does not meet monthly) with a copy to each member of the Mission Team at Executive Committee meetings.
- C. Make reservations for all elected District UMW leadership for Conference and/or District events.
- D. Receive registrations for all District sponsored events.
- E. Submit an annual Financial Report for publication in the District newsletter.
- F. Renew annually the Mission Resources Mailing Service subscriptions from the Service Center. Said subscriptions are to be sent directly to the President, Mission Coordinators for Secretary of Program Resources/Education, Spiritual Growth/Social Action, and the Communications Coordinator. Materials from these mailings may be distributed to other team members as deemed appropriate after being received by the above-mentioned officers.
- G. Be responsible for ordering gifts honoring District leadership as stated in Article VI, Section 11 of these Standing Rules.
- H. Supply District Mission Team members with vouchers/expense forms at all meetings and receive completed vouchers with receipts for reimbursements/payment.
- I. Shall include in the A&MD budget at the beginning of each quadrennium the cost of purchasing the UMW Handbook for all District Team Members, including the Nominations Committee.
- J. Shall be responsible for ordering, at the beginning of each quadrennium, *The United Methodist Women Handbook* for all Capitol Area North United Methodist Women Executive Committee members, including the Nominations Committee.

Section 5. Chair, Committee on Nominations

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Chair of the Committee on Nominations shall:

- A. Call a meeting of the Committee on Nominations as soon as possible following the Conference Leadership Training Event for District officers for the team building and formulating plans of action.
- B. Consult with the President prior to the first meeting of the committee.
- C. Obtain a revised job description and annual timeline from each officer one time during each two terms of office, as well as at the end of each officer term. Description is to be dated and signed at the time of revision.
- D. Keep a list of potential officers.
- E. Present the slate of nominees no later than the August Executive Committee meeting.

- F. Supply newly elected officers with a packet containing the following items: a list of District Officers/Executive Committee Members; a calendar of District and Conference events; the annual District Yearbook/Directory; and a copy of the District Standing Rules.
- G. Following election, send a letter notifying the President of the local organization and the pastor that a member of their local organization/congregation has been elected to a District office and is now a member of the District United Methodist Women Executive Committee with vote.
- H. Supply the Treasurer with a list of those officers who are to receive Special Mission Recognition or Gift to Mission, outlined in Article VI, Section 11 of these Standing Rules, no later than August 1.
- I. Prepare brief biographies of those nominated for distribution at the District Annual Meeting. These may be printed in the Program Book.
- J. Supply the Secretary with a copy of tenure records and job descriptions to be kept in her files.
- K. Communicates to the Mission Team that letters of resignation are to be sent to the President and not to the Chair of the Committee on Nominations.

Section 6. Mission Coordinator for Education and Program Resources

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, Mission Coordinator for Education and Program Resources shall:

- A. Purchase Reading Program Books annually at the amount determined by the Conference for promotion and use by the District Team.
- B. Maintain a library of Reading Program Books and have it available at all meetings of the District team. The Library should be kept current and attractively displayed.
- C. Assure that there is no literature sold by other than those items from the Service Center to be sold at any meetings or events of the District UMW.
- D. Shall promote and coordinate a district mission trip at least once during a quadrennium and encourage local organizations to plan and implement mission trips.
- E. Shall promote and coordinate a Mission Enrichment Day at least twice during a quadrennium.
- F. Shall send Mission Today forms to local group Presidents, receive completed forms, compile results on form supplied by the Conference Mission Coordinator for Education and Interpretation, and return by date requested.

Section 7. Mission Coordinator for Spiritual Growth/Social Action

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Mission Coordinator for Spiritual Growth shall:

- A. Provide for – or give opportunity for – members of the Mission Team to present a meditation as part of the agenda at Executive Committee meetings.
- B. Use the *Prayer Calendar* as part of devotions for meetings.
- C. Organize a spiritual retreat at least once a quadrennium.
- D. Include language and images in worship that affirm women, youth, and young women, people of color and different ethnicities, and people with physical challenges.

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Mission Coordinator for Social Action shall:

- A. Promote Conference areas of emphasis on which District may focus prayer, study, and action.
- B. Promote subscriptions to and use of *UMW Action Network* and other National UMW publications.
- C. Promote the United Nations and/or Washington D.C. seminar trips.
- D. Promote Charter for Racial Justice events.
- E. Be responsible for all displays at Day Apart and the Capitol Area North Annual Meeting

Section 8. Mission Coordinator for Membership Nurture and Outreach

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Mission Coordinator for Membership Nurture and Outreach shall:

- A. Work to determine needs of local organizations to enlist new members and new ways for inactive members to participate.
- B. Nurture to equip women in organizations to support each other in areas of leadership.
- C. Maintain current information on churches without UMW organizations and maintain communication through a contact person. Update information as needed.
- D. Divide local organizations into clusters and assign an executive committee officer to each cluster to promote closer communication between the District and local organizations.

Section 9. Communications Coordinator

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks and Conference Standing Rules, the Communications Coordinator shall:

- A. Coordinate preparation of Program Book for District Annual Meeting and other program leaflets, promotional flyers, registration forms, and signs as directed by the Executive Committee.
- B. Submit copy for newsletters to the President for review before publication.
- C. Insure a calendar of dates of District and Conference events is published and distributed early in the year to assist local organizations in planning. This may be done in the newsletter.
- D. Maintain mailing list for district newsletter. Those receiving the newsletter include all District Mission Team members, all local group officers in the District, all Conference officers, District Superintendent and others as deemed appropriate by the Executive Committee. (These may include pastors, contact people in churches without organizations, etc.)
- E. Send District newsletters and any forms, event flyers, and pictures to the Conference Communications Coordinator for posting on the Conference website.

Section 10. Historian

The District Historian, appointed by the President for a two year term, shall:

- A. See that a copy of all printed programs and publicity as well as historical memorabilia is retained in a district scrapbook or other means of collection.
- B. Take and/or collect photos of District events for display.

In the event that a Historian is not appointed, the Communications Coordinator shall serve in that capacity.

ARTICLE III. APPOINTED POSITIONS

Section 1. Event Task Force

- A. Shall be appointed by the president with the approval of the Leadership Team as needed.
- B. Shall be responsible for assisting the Vice President in overseeing the planning of UMW District Events, Leadership Development Days, and other events as needed.
- C. Other leaders may be appointed by the president with the approval of the leadership team for specific tasks, expansion of specific areas, or needed services on recommendation and or approval of the leadership team.
- D. Shall receive mileage for trips they make while performing duties assigned to them.

ARTICLE IV. COMMITTEES

Section 1. Executive Committee

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Executive Committee shall:

- A. Be comprised of elected officers including: president; vice president; secretary; treasurer, all mission coordinators; communications coordinator; secretary of program resources; chair of nominations; members of nominating committee.
- B. Meet a minimum of six times a year. Consideration shall be given to scheduling meetings at times that make it possible for any woman to serve. Those present constitute a quorum.
- C. Attend all meetings unless excused by the President.
- D. Encourage members of the District Committee on Nominations to attend all meetings of the Executive Committee, with voice but without vote.

Section 2. Administration Committee

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Administrative Committee shall:

- A. Consist of the President, Vice President, Secretary, Treasurer and a member appointed by the President.
- B. Meet at the call of the President.
- C. Transact emergency business and other business as referred by the Executive Committee or the President.

Section 3. Standing Rules Committee

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks and Conference Standing Rules, the Standing Rules Committee shall:

- A. Consist of the Secretary, as chair, the President and three others appointed by the President.
- B. Be responsible for reviewing the Standing Rules annually, or more often, as needed.
- C. Present the revised Standing Rules after approval by the Executive Committee, for vote at the District Annual Meeting.

Section 4. Committee on Nominations

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Committee on Nominations shall:

- A. Consist of seven members, elected in classes.
- B. Make every effort to provide an inclusive slate with regard to age, marital status, ethnicity, employment, geographical and handicapping conditions.
- C. Meet at the call of the Chair. All committee members are required to attend all meetings of the committee unless excused by the chair.
- D. Attend and participate in all meetings and events of the District and Conference.
- E. Attend at least two meetings of the District Executive Committee, where they have voice, but no vote.

Section 5. Committee on Communications

- A. Shall consist of the Communications Coordinator as Chair, the President, and two other persons designated by the president.
- B. Shall meet on the call of the Chair.

Section 6. Committee on Program Planning

- A. The executive Committee of Capitol Area North District of Ohio shall function as the Committee on Program Planning.
- B. Shall be responsible for planning and implementing the mission emphases of the district organization to fulfill the PURPOSE.
- C. Will designate an event task force to assist the Vice President in carrying out plans for Day Apart, the Annual Meeting, and other special programs.
- D. Will implement the plans and evaluate the effectiveness of each event.

Section 7. Goals Committee

In addition to the responsibilities stated in the *Constitution and Bylaws*, Handbooks, and Conference Standing Rules, the Goals Committee shall:

- A. Consist of a chair, appointed by the President, the President, Vice President, and the four Mission Coordinators.
- B. Prepare and present to the District Mission Team a list of goals to be in place for the following year. These goals should reflect the areas of emphasis as set forth by the Conference as well as those specific for the District.
- C. Shall lead the Executive Committee in reviewing the goals quarterly.

Section 8. Committee on Annual Yearbook/Directory

- A. Chaired by the District Secretary and shall consist of the President and Communications Coordinator.
- B. Responsible for collecting, compiling, and editing, data for the District Annual Directory.

ARTICLE V. MEETINGS

Section 1. District Annual Meeting

The District Annual Meeting shall be determined by the District Executive Committee. Business which must be conducted includes Election of Officers, and acceptance of the Pledge, Budget, and Standing Rules. All members of the Executive Committee are expected to participate.

Section 2. Assembly and Jurisdiction

The registration shall be paid for District Officers attending Assembly and Jurisdiction events. Remaining funds from the escrow account will be divided equally among those listed above.

Section 3. Leadership Enrichment

Leadership Enrichment Training for local organizations shall be held as soon as possible following the Conference Leadership Enrichment Training or during the same day of the District Annual Meeting.

Section 4. Mission u

All members of the Executive Committee of the Capitol Area North District of Ohio United Methodist Women shall attend either the week school or the Weekend event with their registration expenses covered. (Those attending the Sampler Day on Saturday must do so at their own expense.)

ARTICLE VI. ADMINISTRATIVE AND MEMBERSHIP DEVELOPMENT FUNDS

Upon presentation of a completed voucher, countersigned by the President and Secretary, (or next available officer, in the absence of either of these officers, or when the voucher is for the President or Secretary), the Administrative and Membership Development Fund will cover the following items for all Elected Officers, Members of the Committee on Nominations and Appointed Members of the Executive Committee.

Section 1. Travel

Mileage – round trip mileage at a rate consistent with the rate paid by the Conference. Mileage is paid for District Meetings, Special Days, Leadership Enrichment Events, Mission u, Conference and District Annual Meetings and visits to local organizations. Members are encouraged to carpool.

Section 2. Telephone

Long distance expenses, including conference calls, of the Executive Committee and the Committee on Nominations necessary for carrying out the responsibilities of the office shall be reimbursed.

Section 2. Postage

Postage necessary for carrying out the responsibilities of the office shall be reimbursed.

Section 3. Office Supplies

Supplies and copying at the most competitive rates, necessary for carrying out the responsibilities of the office shall be reimbursed.

Section 4. Newsletter

All expenses involved in producing and distributing the District Newsletter shall be reimbursed.

Section 5. District Treasury

- A. At the end of each year, the District Treasurer shall retain up to \$1,200 in the checking account. Any amount over that figure must be sent to the Conference Treasurer.
- B. The Treasurer shall submit a financial statement and a copy of the financial review to the Conference Treasurer.
- C. The Treasurer shall submit a monthly statement of the district's activities to the Conference Treasurer.

Section 6. Literature

- A. Mission Resources Mailing Service subscriptions from the Service Center shall be paid for by the Treasurer. Said subscriptions are to be sent directly to the President, Vice President, Mission Coordinator for Education and Program Resources, Mission Coordinator for Spiritual Growth, and the Communications Coordinator.
- B. One set of *District* and *Local Handbooks* and a copy of *Constitution and Bylaws* for each officer and Committee on Nominations shall be purchased each quadrennium. These become part of the District Officer's files and should be passed on to incoming officers. The Treasurer and Chair of the Committee on Nominations shall also receive the *Financial Handbook*.
- C. District Reading Program books shall be ordered each year at the amount determined by the District.

Section 7. Special Days

Expenses, up to the budgeted amount, including travel, meals and honoraria for guest speakers, childcare fees not assumed by the local group, and programming expenses shall be covered.

Section 8. Annual Meeting

- A. Conference Annual Celebration registration and travel for all District Officers shall be covered.
- B. District Annual Meeting expenses – programming, childcare fees not assumed by the local group, travel, meals and honoraria for guest speakers, meals for District Officers, Committee on Nominations and others deemed appropriate by the Executive Committee shall be covered.
- C. Shortage and postage for consignment orders from the Service Center shall be covered.

Section 9. Leadership Enrichment

- A. Programming, childcare fees not assumed by the local group, honoraria, and travel for guest speakers shall be covered.
- B. Shortage and postage for consignment orders from the Service Center shall be covered.

Section 10. Special Recognition

- A. As outlined in the Conference Standing Rules, Article VI, Section 3.
- B. In lieu of flowers, the Treasurer shall send a Gift in Memory in the event of the death of a Mission Team member, or past District Officer, in an amount determined by the Executive Committee.
- C. Each district leader shall be honored through the National Organization of UMW with a Gift to Mission when she concludes her service in a specific office or leaves the District Mission Team in accordance with the designations and amounts as follows:
 - 1. District President
 - a. Four consecutive years – Pearl Special Mission Recognition* in her name
 - b. Three consecutive years – Sapphire Special Mission Recognition* and \$25 Gift to Mission** in her name
 - c. Two consecutive years – Sapphire Special Mission Recognition* in her name
 - d. One year – Basic Special Mission Recognition* in her name
 - 2. District Officer, exclusive of President and Treasurer
 - a. Four consecutive years – Basic Special Mission Recognition* in her name
 - b. Three consecutive years – \$15 Gift to Mission** in her name
 - c. Two consecutive years – \$10 Gift to Mission** in her name
 - d. One year – \$5 Gift to Mission** in her name
 - 3. District Treasurer, who is charged with a high level of responsibility, shall be awarded as follows:
 - a) Six consecutive years – Pearl Special Mission Recognition in her name
 - b) Four consecutive years – Sapphire Special Mission Recognition* in her name
 - c) Two consecutive years – Basic Special Mission Recognition* in her name
 - d) One year - \$10 Gift to Mission** in her name
 - 4. District officer filling an unexpired term, continuing for a two-year term, and ineligible to serve the remaining year due to rotation – Basic Special Mission Recognition* in her name
 - 5. Member, District Committee on Nominations
 - a. For each year of service – \$5 Gift to Mission** in her name
 - b. Chair for a two-year term – Basic Special Mission Recognition* in her name

* Special Mission Recognition – certificate and pin

** Gift to Mission – Thank You card

Section 11. Dependent Care

Reasonable dependent-care expenses incurred while attending committee meetings and other District and Conference events shall be reimbursed.

Section 12. Audit

Expenses for an annual audit shall be covered.

Section 13. Mission u

- A. Registration shall be paid for elected officers, including those on the Nominating Committee, by the Conference UMW, for those attending either the week school or the weekend event. Those attending the one-day shall do so at their own expense.
- B. Additional registration expenses, such as furnished linens and choice of an apartment, shall be paid by the attendee.
- C. It will be the responsibility of the individual officer to reimburse the Conference for any expenses incurred if she registers but fails to attend.

Section 14. Miscellaneous

Necessary expenses approved by the Executive Committee and not covered in any other section shall be reimbursed.

ARTICLE VII. MISCELLANEOUS

Section 1. Amendments

Amendments to the Standing Rules may be made by a majority vote at any meeting of the Executive Committee providing a 30-day notice is given in writing to all members of the Executive Committee.

Section 2. Archives

The District shall secure a place in which to store archived materials and henceforth that location shall be listed in this section of the Standing rules. Items to be archived include:

- A. Records from predecessor district(s)
- B. Secretary's Material – minutes (more than four years old), program book, directories/yearbooks, and other pertinent information
- C. Treasurer's Material – financial reports (more than ~~seven~~ four years old)
- D. Historian's and/or Communications Coordinator's – photo/scrapbooks and other pertinent information
- E. Committee on Nominations' Material – permanent tenure records

Section 3. Confidentiality

Permission must be obtained from the Executive Committee before sharing District Officer information with other agencies, organizations, or groups as stated in the District Handbook.

Revised: August 9, 2018

Approved: _____

Capitol Area North District

Carolyn Johnson, Secretary

Chair, Standing Rules Committee